

698502/27/02

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: BUILDING SERVICES PROJECT COORDINATOR**

**DEFINITION**

Under general supervision, to perform a variety of technical, and paraprofessional architectural planning and design studies for the construction and alteration of City facilities; to participate in the scheduling, coordination, and inspection of building services projects; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the journey level in the Building Services Project Coordinator Series. This class is distinguished from the Project Assistant level by the independent performance of routine projects under general supervision. This class is further distinguished from the Building Services Project Manager in that the latter level has responsibility for advanced and complex projects of the highest difficulty and by the supervision of others.

**REPORTS TO:** Building Services Project Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Building Services Project Manager. May provide lead direction on a project basis over Building Services Project Assistants.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not necessarily limited to, the following:

- Conduct routine architectural planning studies preparing plans, estimates, and work orders for the construction and alteration of City facilities.
- Prepare project and job specifications; assist in evaluating bids for various building services projects.
- Coordinate construction and alteration projects insuring conformance with plans and specifications, use of proper methods and materials, workmanship, and safety measures.
- Coordinate and schedule final inspections and acceptance of projects.
- Inspect buildings and facilities; assist in planning and scheduling of maintenance repairs.
- Confer with superior regarding setting of priorities and progress of construction/alteration projects and activities.
- Coordinate building maintenance activities with other City departments, divisions, sections, and with outside agencies.

**QUALIFICATIONS**

**Knowledge of:**

- Blueprint reading and construction cost estimating.
- Modern methods and techniques used in the design, construction, and alteration of buildings and facilities.

- Applicable regulatory codes relevant to building design, construction, and alterations.
- Computers and Computer Aided Drafting/Design programs.

**Ability to:**

- Prepare and develop routine paraprofessional architectural plans and cost estimates using Computer Aided Drafting/Design Programs.
- Prepare project and job specifications for formal bidding.
- Plan, organize, schedule, and inspect building construction/alterations.
- Maintain records and prepare project reports.
- Communicate clearly and concisely, orally and in writing.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of twelfth grade supplemented by the equivalent of 30 semester units in engineering, architecture, and/or structural inspection and project management from an accredited college or university.

Experience: At least two years of experience in architectural drafting/design using Computer Aided Drafting/Design programs and one year of construction project management including structural inspection. An additional year of experience may be substituted for one year (30 semester units) of college.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" or higher California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Building Services Project Coordinator

**TO:** Building Services Project Manager